Language Archive Management and Upload System

LAMUS allows users to organize and update the content of their corpora via the web.

> **Requirements:**
> - a web browser. LAMUS is at: http://corpus1.mpi.nl/jkc/lamus/
> - a recent Java runtime environment (at least JRE 1.5)
> - LAMUS user ID and password, which can be obtain by registration. Follow the 'Register as new user' link in the LAMUS menu and choose your own ID and

1. Create a new and open an existing workspace

- Follow the 'Create new workspace' option. When prompted fill in your user ID and password.
- Use the corpus tree to browse the archive and select a node that will become the top node of your workspace by clicking the node.
- The created workspace will contain a copy of the files (and structure) in the archive, starting from the node that you have selected and including all the sub nodes and the resources. In the created workspace you can update the content of your corpus, however this update will only become effective after submitting it to the archive.
- Use the right mouse button to open the pop-up menu, then click the option '**Select this node as top node for a new workspace'.**
- To open an existing workspace: follow the 'Select existing workspace' link. When prompted fill in your user ID and password.
- Select the workspace you want to use from the list on the screen and click 'choose'.

2. Workspace management: LAMUS function buttons

- The LAMUS function buttons are displayed at the bottom of the LAMUS page.

| Item	Function
Upload files	Add new content to the unlinked files in the workspace; you can upload IMDI corpus and session files and resources that are archivable (see LAMUS manual for the full list of the possible resource types).
Request storage	You can request to increase the storage space to upload your files.
Unlinked files	Shows the content of the unlinked files section of the workspace.
Submit workspace	When you have updated your workspace, submit it to incorporate it into the archive.
Save and logout	Temporarily stores the content of your workspace for future use.
Delete workspace	Erases the current workspace (including unlinked files). The archive will not be affected by this.
Report a bug	Describe the encountered problem as detailed as possible! Check the LAMUS version under the 'About' button and send the version number with the bug report.

3. Workspace management: pop-up menu management functions

- Right click on a corpus node, session node or resource node to reveal the tree menu. Notice that the tree menu is context sensitive.

| Item	Function
View node	Shows the content of the IMDI file
Add corpus node	Permits to add a new *corpus* node as a sub node of the selected node
Modify node	Change the name, title and description of the IMDI file
Replace tree	Replaces an existing corpus or session node with another
Delete node	Removes the resource from the workspace
Unlink node	Moves the resource from the tree to the unlinked files in the workspace
Link node	Moves the resource from the workspace to the tree
Duplicate node	An option to quickly create copies of an existing session node
View resource	Displays the content of a resource
Update metadata	Exchanges the IMDI without changing the resource links
Rename	Changes the name of a resource

4. An example: uploading (a) session node(s) - step by step
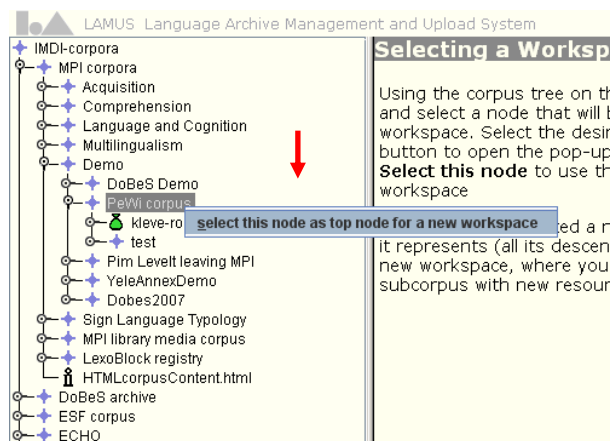
Step 1: Create a new workspace: set the corpus node to which you want to add (a) session(s) as the top node of the workspace, by right clicking the corpus node and then click the 'select this node as top node for a new workspace' pop-up.
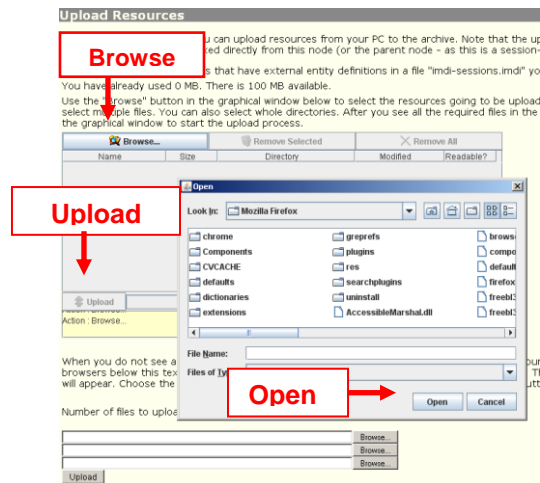
Step 2: Upload the session file(s): 'Upload files' → Browse → Select the session file(s) by clicking them → Open → Upload
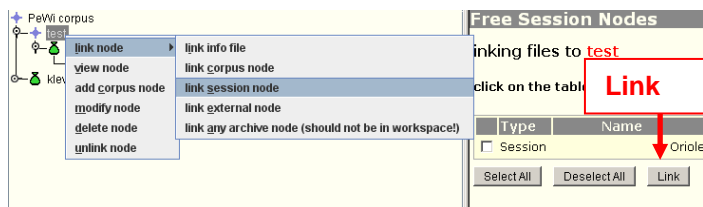
Step 3: Right click the top node to which you want to add the session(s)→link node→link session node→check the file(s) you want to link (or select all) → Link→ you will receive a message: 'linking n node(s) was successful'

Step 4: When you are ready uploading and linking files to your workspace, click the LAMUS function button: 'Submit workspace'. Once your workspace is successfully included in the archive you will be notified by e-mail.

Note: When submitting you are asked what you want to do with the remaining unlinked files in the workspace: keep them for future use (default) or delete them (preferred). If you keep them they will appear the next time you choose this part of the archive as a workspace.